

## EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/ICS				
4	DD/NFA				
5	DD/A	X			
6	DD/O				
7	DD/S&T				
8	Chm/NIC				
9	GC				
10	IG				
11	Compt				
12	D/EE0				
13	D/Pers				
14	D/OPP				
15	C/EAS/OPP				
16	C/IAS/OPP				
17	AO/DCI				
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19					
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SUSPENSE		Date			

Remarks:

Direct acknowledgment, please.

Executive Secretary

18 Jan 82

Date

3637 (10-81)

For my conversation  
with [redacted] EO/DDA  
no reply required inasmuch  
as CIA does not use  
Executive Listing [redacted]  
1/22/82

General  
Services  
Administration

Washington, DC 20405

Executive Registry

82-0132

JAN 12 1982

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey:

Since becoming Administrator of General Services, I have been focusing on ways to improve Government operations and to reduce expenditures. In the course of just these several months, numerous executive vehicle leases have been forwarded to me for approval. I would like to pass along to you the results of my inquiries into this area. I am hopeful that my thoughts will promote your own personal interests in taking a business-like approach to leasing vehicles that are for your own or your senior executives' official use.

The General Services Administration (GSA) does not centrally lease these vehicles. However, we do have a role in the granting of waivers as to the size and fuel efficiency of vehicles. In this capacity, I have determined that department and agency heads as a group miss a number of opportunities to ensure that these vehicles are leased under the most favorable terms and conditions to the Government. There are wide variations in lease provisions and clauses for these sedans. Other cases involve the sole source acquisition of a particular make and type of vehicle when comparable vehicles (and the economies attendant competition) are readily available.

Accordingly, I have directed my Transportation and Public Utilities Service staff to meet with your representatives upon receipt of requests for authority to lease vehicles for executives and to explain our procedures and the cost-effective leasing options that are available. We would be pleased in this regard to also work with your staff prior to your formal transmittal of a lease request to us. While the final determination on the type of vehicle you require is yours, I will not approve executive lease authorizations until I am satisfied you have received the proper procedural and contractual information, and are aware of adverse publicity which can result over these matters.

I know you share my objective of reducing expenditures and encourage you to fully avail yourself of GSA's support and service.

Sincerely,

Gerald P. Carmen  
Administrator

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